



**Nursing Care Quality Assurance Commission Minutes
September 10, 2004
WSU Tri-Cities
2710 University Drive
Richland, WA**

Commission Members present: Dr. Judith Personett, EdD, RN, Chair
Jacqueline Rowe, RN Co-Chair
Karen Brewer, Public Member
Richard Cooley, LPN
Martha J. Herriott, PhD., ARNP
Rev. Ezra Kinlow, Public Member
Roberta Schott, LPN
Marlene Wells, LPN
Mariann Williams, RN, MPH, ARNP
Susan Wong, MBA, MPA, RN

Assistant Attorney General present: Laura Williams, Assistant Attorney General

Staff present: Paula R. Meyer, RN, MSN, Executive Director
Kris McLaughlin, Secretary
Joan Wilson, RN, Acting Education Manager
Debra Evans, RN, Acting Chief Investigator
Karl Hoehn, Lead Staff Attorney
Chuck Cumiskey, RN, Nurse Practice Manager
Terry West, Health Service Consultant

1. Opening — Dr. Judith Personett, Chair called the Nursing Care Quality Assurance Commission (NCQAC) business meeting to order at 8:35AM September 10, 2004

- Call to Order
- Introductions
- Order of Agenda
- Correspondence
- Announcements
- Other

DECISION: The order of the agenda was approved.

2. Consent Agenda—DISCUSSION/ACTION

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the NCQAC without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- Approval of minutes
 - May 14, 2004 Nursing Care Quality Assurance Commission (NCQAC) business meeting minutes
 - July 9, 2004 NCQAC business meeting minutes

- Budget report
- Current July 2004 HPQA#6 Organizational chart
- 2000-2004 Faculty waiver decisions
- Nursing Program Approval Panel (NPAP)– Final Actions
- Subcommittee minutes
 - Practice Subcommittee minutes August 11, 2004
 - Revised Education minutes May 18
- National Council of State Boards of Nursing (NCSBN) letter dated August 4, 2004
- International Council of Nurses and the World Health Organization

DISCUSSION: The budget report will be available in January and July. Marianne Williams asked for clarification on the July 9, 2004 minutes and NPAP final actions.

ACTION: The NCQAC approved the consent agenda items. The July 9, 2004, minutes and the NPAP final actions were approved.

3. **Chair Report – Judith Personett – DISCUSSION**

DISCUSSION: Dr. Judy Personett, Roberta Schott and Paula Meyer attended the National Council of State Boards of Nursing (NCSBN) Annual Meeting and House of Delegates sessions held in August in Kansas City MO. A full report of the meeting was presented under agenda item number 8.

4. **Executive Director Report – Paula Meyer - DISCUSSION/ACTION**

- **Health Professions Quality Assurance #6 reorganization update**

DISCUSSION: An update on the reorganization of Health Professions Quality Assurance (HPQA) office and Section 6 was presented. Any comments, questions, compliments are welcome by contacting Paula Meyer, Debra Evans or Karl Hoehn. A meeting was held in July 2004 with Bonnie King, Director, HPQA, with the board, commission and committee chairs addressing the reorganization and purpose. Dr. Personett and Cheryl Payseno attended this meeting. There is considerable concern with the present disciplinary process: timeliness, effectiveness and cost. Therefore, HPQA is undergoing analysis of the current processes and improvements.

- **DOH request Legislation**

DISCUSSION: There are three pieces of Department of Health (DOH) request legislation. The strengthening of complaint and survey reporting across Health Services Quality Assurance (HSQA) and strengthening of reporting requests for hospitals is being presented. As draft language is prepared, the NCQAC will receive the language and be asked for input.

- **Surgical technologist interpretive statement: withdrawal of medication from a non-sterile multi dose vial by a surgical technologist to be administered by a qualified practitioner**

DISCUSSION: Paula Meyer is the executive director for the surgical technologist (ST) program within HPQA. The surgical technologist program is requesting input from the NCQAC related to the withdrawal of medication from a non-sterile multi-dose vial by a surgical technologist while in the sterile field. It is understood by the ST program that this function is routinely performed by Surgical Technologists in hospital settings. Therefore, the NCQAC is being asked for the role of the circulating nurse in this action. The circulating nurse is the practitioner who selects the medication, assures that the vial contains the correct medication, the correct concentration of medication, the withdrawal of the medication in the

correct amount, and verbally validates this information with the practitioner who will be administering the medication, and the medication is administered immediately. If the medication is not to be administered immediately, there are sterile pens available in operating rooms as well as sterile labels. It is the responsibility of the circulating nurse to then assure that the syringe is labeled correctly with the patient name, the medication name, the medication concentration, the medication dosage. This was verified with members of the NCQAC and audience that are or have been surgical nurses and circulating nurses. There was a concern regarding the definition of medication. Another method that may be used is to have a sterile vial of medication and the practitioner that administers the medication is the practitioner to withdraw the medication while the surgical technologist holds the vial. It is then the responsibility of the practitioner administering the medication to verify the correct medication, the correct patient, the correct concentration, the correct dosage, and the subsequent administration. Another concern identified was that the medication may be withdrawn, and used repeatedly during the surgery rather than immediate injection. The practitioner administering the medication would then be responsible for the correct dosage.

DECISION: The NCQAC agreed the circulating registered nurse selects the medication by name, dosage, concentration, and then after the medication is withdrawn by the ST, the circulating nurse verbally verifies the correct medication, concentration, and dosage withdrawn by the surgical technologist with the surgeon or the practitioner administering the medication. The administration of the medication must be completed by a practitioner acting within their scope of practice, such as a physician, physician's assistant, surgical nurse, osteopath, etc. If the medication does not occur immediately, then the safe labeling of the medication must occur and be verified acting within their scope of practice. Verbal confirmation of the correct medication, concentration, and dosage occurs with the surgeon and immediate administration by the practitioner.

- **Healthcare Workforce Shortage Task Force on the Availability and Diversity of Nursing Faculty**
 - **Nursing Faculty Committee agenda August 20, 2004**
 - **American Association of Colleges of Nursing (AACN) strategies summary**
 - **AACN Faculty Shortages in Baccalaureate and Graduate Nursing Programs: Scope of the Problem and Strategies for Expanding the Supply, May 2003**
 - **Health Care Personnel Shortage Task Force Nursing and Allied Health Faculty Committees Meeting notes: July 29, 2004**
 - **2004 Committees of the Health Care Personnel shortage Task Force**
 -

DISCUSSION: Jamie Krause with the Pacific Mountain Workforce Development Council was available for questions regarding the healthcare workforce shortage task force. The Workforce Education and Training Coordination Board was directed by the 2002 legislature to convene the Healthcare Workforce Shortage Task Force. Several sub-groups were formed under this task force, one being the Diversity in Nursing faculty. Meetings have been held to discuss the shortage of nursing faculty, and the disparity in diversity of nursing faculty. One question that was presented to the group was the requirement for Advanced Registered Nurse Practitioners (ARNP) to provide an attestation to the NCQAC of continuing education and continuing practice upon application for license renewal. The continuing practice must be at the ARNP level, not the Registered Nurse (RN) level. Therefore, if an ARNP is acting as a faculty member in an RN program, and is teaching RN students, can this experience be applied to the requirement for continuing practice?

ACTION: A motion was made and passed to refer the issue of the ARNP faculty audits to the Education subcommittee. Martha Herriott and Shannon Fitzgerald volunteered to participate with the education subcommittee.

- **Annual Board, Commission, Committee, and Council meeting**

DECISION: The annual Board, Commission, Committee and Council Conference will be held October 9, 2004. Dr. Judith Personett, Marlene Wells, Roberta Schott, Martha Herriott, Marianne Williams and Jackie Rowe will be attending and representing the NCQAC.

5. **Discussion items - DISCUSSION/ACTION**

If items are selected for action and a task force assigned, the group will meet once, complete the charter and then come to the next meeting for decision to proceed.

6. **Nursing Assistant Caregiver Training Task Force report – Dr. Judith Personett – DISCUSSION/ACTION**

The NCQAC Commission was legislatively directed to review the caregiver curriculum developed by Department of Social and Health Services (DSHS) and recognize competencies that were in common with Nursing Assistant training requirements. A task force was formed and will report on their progress.

DISCUSSION: Dr. Judith Personett explained that a comprehensive comparison of the caregiver curriculum and the nursing assistant training requirements was done in 1998. The current task force is working on comparison of the revised caregiver curriculum, the fundamentals of caregiving, the modified fundamentals of caregiving and nurse delegation training. A meeting with personnel from DSHS is being planned for October 28, 2004. The DSHS personnel will be presenting a comparison of the curricula developed by DSHS and the DOH personnel will then compare the Nursing Assistant training requirements with the various training requirements for caregivers.

7. **NCQAC payroll – Paula Meyer – Discussion/Action**

- Policy #121
- Worksheet

DISCUSSION: Paula Meyer explained an excel spreadsheet developed to document NCQAC members and pro tem members work which is consistent with the Commission Pay Policy 121. NCQAC and pro tem members will complete the excel spreadsheet each month and email it to the office by the 10th of the following month. The spreadsheet automatically totals the hours documented. This document can be printed by members and manually completed as well, but it is preferred to have members complete the form electronically. The document will provide information that is detailed for budgetary purposes and has not been efficiently collected in the past. For example, this data will allow staff to provide accurate information on the number of hours required for nursing program approvals, sub-committee work, and hearings. If the members have any questions or need assistance with the form, please contact Kris McLaughlin at (360)236-4713.

8. **National Council of State Boards of Nursing (NCSBN) annual meeting and delegate assembly report – Dr. Judith Personett, Roberta Schott, and Paula Meyer - Discussion/Action**

Dr. Personett, Ms. Schott and Ms. Meyer attended the NCSBN annual meeting and delegate assembly in Kansas City from August 3-6, 2004. A report on the meeting and any items that may need discussion and action from the NCQAC is included in the packet materials and available upon request.

- News Releases
- National Council of State Boards of Nursing 2004 Annual Meeting

DISCUSSION: Dr. Judith Personett, Robert Schott and Paula Meyer reported on their attendance at the annual meeting and delegate assembly. A recommendation from the NCSBN finance committee to pay for travel expenses and registration fees for two delegates from each jurisdiction to attend the Annual meeting in 2005, in Washington D.C. was approved. Dr. Judith

Personett was nominated for the director at large position from Area 1 but was not appointed. Those appointed are:

Donna Dorsey, President

Polly Johnson, Vice President

Sandy Evans, Treasurer

John Brion and Constance B. Kalanek, Directors At Large

Karen Taylor and Mary E. Bowen are on the Committee on Nominations

Roberta Schott is a member of the NCSBN resolutions committee which will continue through the end of June 2005.

The Practice, Regulation and Education Committee presented a draft of the Model Law and Rules. A request to look at the model rules will go on a future business meeting agenda. A motion passed to include language adding a provision for including supervised clinical practice by identified clinical instructors which includes preceptors.

9. Recognizing medical training of military personnel in Licensed Practical Nursing (LPN) programs - Marianne Williams, Joan Wilson and Paula Meyer - Discussion/Action

Two meetings have been held with personnel from the Washington State based army, navy, and air force personnel interested in the NCQAC potentially approving some of the training military personnel receive as equivalent to some of the training received in LPN programs. Minutes of the meetings are included in the packet of materials. At this time, there is considerable interest from the Navy personnel. A draft letter to Navy officers at Bethesda is included in the packet for consideration by the NCQAC. The Pacific Mountain Workforce Development Council and personnel from several of the community and technical schools of nursing have participated in the workgroups. Jamie Krause, with the Pacific Mountain Workforce Development Council, will be at the meeting to answer questions.

- Recognizing Military Training in Nursing December 5, 2003
- Recognizing Military Training in LPN Education April 2, 2004
- Letter dated August 19, 2004 to General Barbara Brannon
- Letter dated August 19, 2004 to Rear Admiral N.J. Lescavage

DISCUSSION: Jamie Krause was present to answer questions. The workgroup gave a presentation to Senator Patty Murray in Shelton on August 31. A contract with Ellen Rosbach, a previous NCQAC and pro tem member, will be pursued. Ms. Rosbach will be asked to compare the Navy corpsman curriculum with the Washington State education standards for LPNs. A letter was drafted by Paula Meyer to Rear Admiral N.J. Lescavage Commander, Naval Medical Education and Training command and General Barbara Brannon, USAF regarding recognizing the medical training that military personnel receive and measure its equivalence with the standards for Licensed Practical Nurses in Washington State.

ACTION: A motion was made and passed to proceed with the letters as written to General Barbara Brannon, USAF, and Rear Admiral N.J. Lescavage Commander, Navy.

10. Presentation of subcommittee annual plan.

- Disciplinary Subcommittee Annual Work Plan
- Education Subcommittee Annual Work Plan
- Practice Subcommittee Annual Work Plan

DISCUSSION: Jackie Rowe presented the Disciplinary work plan dated July 9, 2004. Dr. Judith Personett presented the Practice work plan dated August 25, 2004. Marianne Williams presented the Education work plan dated November 2004.

DECISION: A motion was made and passed to accept the Discipline, Education and Practice Subcommittee Annual work plans.

11:00 AM to 11:30 AM Executive Session

- The Executive Session is that part of a regular or special meeting that is closed to the public. **An executive session was held with our AAG who is legal counsel to the NCQAC, regarding matters relating to enforcement actions or litigation or potential litigation. The NCQAC entered executive session at 11:05 AM and was completed at 11:45 AM.**

LUNCH

1:00PM–OPEN MIKE - Open mike is for public presentation of issues to the Nursing NCQAC. If the public has issues regarding disciplinary cases, please call: 360-236-4727.

11. Discipline Subcommittee – Jackie Rowe - DISCUSSION/ACTION

DISCUSSION: The disciplinary subcommittee had nothing to report at this time.

12. Practice Subcommittee – Judith Personett - DISCUSSION/ACTION

A. Old business

- **Seizure Management Workgroup.**
 - **Attached minutes from July 29th workgroup**
 - **Draft Seizure Management Position Statement dated August 11, 2004**

ACTION: A motion was made and passed to accept the seizure management position statement draft dated August 11, 2004.

- **Revised policy B01.01 to include on-line verification and verification from the DOH call center. It was recommended that policy B01.01 be rescinded.**

DECISION: The NCQAC has jurisdiction over RN, LPN and ARNP licensees, who by law must maintain current professional licensure in order to practice. The NCQAC has no regulatory authority over institutions, agencies, credentialing organizations, and employers, who use a variety of procedures to verify the currency of licenses of employees. The NCQAC encourages institutions, agencies, and employers in the state to develop and maintain systems to ensure the public those health care professionals are appropriately licensed.

ACTION: A motion was made and passed to rescind the Commission policy related to verification of licensure B01.01. The commission made a second motion to adopt the language in the form of a letter. The letter will contain reference to the Provider Credential Search website as a primary source of license verification.

- **Practice Sub-committee recommendation as it relates to LPN practice and Procedural Sedation.**
 - **Attached recommendation and “Procedural Sedation Position Statement, January 2000**

DISCUSSION: Roberta Schott asked to go on record requesting evidence based for the LPN sedation issue.

DECISION: The commission made a decision to re-word the recommendation and the LPN role.

- **Advisory opinion request**
 - **Request from: Karen Maher, RN3, Nursing Inservice Coordinator, Lakeland Village**

Is it within the scope of practice for RNs and LPNs to replace a jejunostomy tube in an established tract at the bedside in a long-term care setting, using a Foley catheter?

DECISION: An advisory opinion is not needed for this request.

ACTION: The NCQAC made and passed a motion to provide technical assistance and to use the decision tree.

B. New Business:

- **The next three practice sub-committee meetings are scheduled for October 13th, November 10th and December 8th at 3:00 PM to 4:00 PM.** The meetings will take place at Plaza Point East 131-A, Tumwater- Dept of Health.

13. Education Subcommittee – Marianne Williams - DISCUSSION/ACTION

- Faculty in approved nursing education programs

DISCUSSION: The NCQAC discussed the possibility of a task force to review the education requirement for nursing program faculty.

14. Closing

Dr. Judith Personett, Chair, adjourned the meeting at 2:11PM, September 10, 2004. The notes were recorded by Kris McLaughlin.